

# **Motor Carrier Services**

## **IRP Registration**

### **Requirements Checklist**

**You must have the following items to apply for an IRP Registration:**

1. Copy of title or copy of title application (must be in the name of the registrant unless vehicle is leased).
2. Receipted proof of payment of Federal Heavy Vehicle Use Tax Form 2290 for the current year (unless it has been less than thirty (30) days from date of purchase) (or it can be done at the Customer Service Area of the Indiana Motor Carrier Services Office).
3. Copy of lease agreement (if vehicle owner is different from registrant).
4. Verification of business address.
5. U.S. DOT number.
6. Completed Schedule G estimated for mileage if using own estimated mileage and not the estimated mileage chart.
7. Completed replacement plate affidavit (Form 6) if applying for a replacement plate.
8. Power of Attorney if applicable (if someone other than the registrant is signing application).
9. Non-use affidavit if applicable (if vehicle has not been operated during the previous mileage reporting period).
10. New accounts must have a completed Schedule A and a completed Schedule BN, receipted 2290, lease agreement and copy of title or title application (No checks will be accepted on new accounts - original payments).
11. Completed Schedule C for all supplements (including a completed Schedule B for adding jurisdictions).
12. Renewals must have renewal form (complete with changes) and completed Schedule B, receipted 2290, lease agreement if changed.
13. Verification that you have an IFTA account.

*Other State and Federal Agency contact information:*

No external links available.